

CONTACT INFORMATION

Mailing Address:

PO Box 7015

Indianapolis, IN 46207-7015

Office Location:

200 East Washington Street, Suite 1360

Indianapolis, IN 46204-3308

PHONE: 317-327-4631

FAX: 317-327-4639

EMAIL: personalpropertyassessment@indy.gov

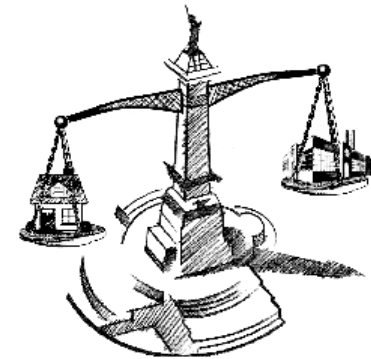


MARION COUNTY ASSESSOR

2010

BUSINESS PERSONAL PROPERTY

TAXPAYER GUIDE



FEATURED INSIDE...

- *Frequently Asked Questions*
- *Calendar*
- *Extensions*
- *Penalties*
- *Forms*

Who is required to file a Business Personal Property Tax Return?

All businesses, churches, and non-profit organizations must file Business Tangible Personal Property forms every year.

What is Business Tangible Personal Property?

Business Tangible Personal Property is all property besides real estate which is used in a business. It would include items such as computers, furniture, fixtures, tools, leased equipment, and any other equipment used in producing an income.

When am I required to file this Return?

*The return must be postmarked **NO LATER** than May 17th of the current year due to the May 15th date falling on a Saturday. The filing is based on the March 1st assessment date.*

Where can I find the forms to file?

All Business Tangible Personal Property forms are available online at www.indy.gov/assessor or www.in.gov/dlgf or at the Marion County Assessor's Office.

Where do I send the Return?

*Returns can be mailed to the Marion County Assessor
PO Box 7015 Indianapolis, IN 46207-7015.*

How can I amend a Return?

*Amended returns can be filed by submitting a new return and writing **AMENDED** on top of the pages. Original return must be **TIMELY** filed to be able to amend. Taxpayers may only amend the original return one time. Amended returns must be postmarked **NO LATER** than November 17th.*

Code Citation

Indiana Code

IC 6-1.1-3

- Procedures for Personal Property Assessment

IC 6-1.1-7

- Taxation of Mobile Homes

Indiana Administrative Code

Title 50

- Department of Local Government Finance

50 IAC 4.2

- Assessment of Tangible Personal Property



Article 10 Section 1 of the Indiana Constitution

(a) The General Assembly shall provide, by law, for a uniform and equal rate of property assessment and taxation and shall prescribe regulations to secure a just valuation for taxation of all property, both real and personal. The General Assembly may exempt from property taxation any property in any of the following classes:

(1) Property being used for municipal, educational, literary, scientific, religious, or charitable purposes.

(2) Tangible personal property other than property being held as an investment.

(3) Intangible personal property.

(4) Tangible real property, including curtilage, used as a principal place of residence by an:

(A) owner of the property;

(B) individual who is buying the tangible real property under a contract; or

(C) individual who has a beneficial interest in the owner of the tangible real property.

(b) The General Assembly may exempt any motor vehicles, mobile homes, airplanes, boats, trailers, or similar property, provided that an excise tax in lieu of the property tax is substituted therefor.

IND. CONST. art. X, § 1(a).

What is a “NAICS” and where can it be found?

The North American Industry Classification System (NAICS) is used in classifying business establishments and can be found at www.naics.com. The Department of Local Government Finance (DLGF) requires that taxpayers use the six (6) digit number which can be found on the taxpayer’s Federal Tax Return.

What is a Federal Identification Number?

An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the Internal Revenue Service (IRS) assigns to business entities. The IRS uses this number to identify taxpayers who are required to file various business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit organizations, trusts and estates, government agencies, certain individuals and other business entities. If you applied for a Business License, the number would be located on it. If not, you may also use the last four (4) digits of your Social Security Number.



CALENDAR

January 15	Assessment date of Mobile Homes
February 10	Second Installment 2008 pay 2009 Business Personal Property Tax Bill Due (By law, taxpayers have 15 days to make the payment after receiving the bill)
March 1	Assessment date of Business Personal Property
March 15	<u>Form 2</u> mailed (Notice of Assessment of Mobile Homes)
May 10	First Installment of 2009 pay 2010 Business Personal Property Tax Bills Due
May 17	Filing Deadline for 2010 Business Personal Property forms
November 10	Second Installment of 2009 pay 2010 Business Personal Property Tax Bills Due
November 17	Amended Return Deadline

MOBILE HOMES

To determine the value of mobile homes, we use **National Automobile Dealers Association (NADA)** guidelines based on year, model, and square footage. We also take into consideration the park you reside in as well as any external features (decks, sheds, canopies, etc.). You will receive notice in March with the most current assessed value. It is up to you to keep your deductions current with the Auditor's Office.



www.nada.com

RECREATIONAL VEHICLES

In the past, taxpayers reported their recreational vehicles, snowmobiles, and human powered watercrafts to the Assessor on Form 101 and paid personal property taxes. Beginning in 2010, you will pay excise taxes to the **Bureau of Motor Vehicles (BMV)** when you plate these vehicles. It is no longer necessary to file a Form 101 with our office.

FORM 113/PP**WHY DID I RECEIVE A 113/PP FORM?**

- 1) The 113/PP Form will specify why the form was sent. Some possible reasons for receiving a 113/PP Form are:
 - A.) Form 104 and/or 103 are missing
 - B.) Both Forms are not signed by the taxpayer
 - C.) Any adjustment was not documented
 - D.) Missing NAICS and/or EIN

WHAT CAN I DO IF I RECEIVE A 113/PP FORM?

- 1) You have thirty (30) days from the date on Form 113/PP Form to file a return if one was never received.
- 2) You can appeal. You have forty-five (45) days from the date on the form to appeal the estimated assessment.
- 3) After the 30/45 day windows have passed, the assessment will stand with all penalties.

**HOW CAN I OBTAIN A COPY OF A PREVIOUS YEAR'S RETURN?**

All business personal property information (except Form 104) is

CONFIDENTIAL.

If you need to obtain a copy of a previous year's return, you must make this request in writing on company letterhead with an authorized signature. If necessary, the Power of Attorney Form should also be provided. Requests may be made in person or via e-mail scanned and added as a PDF attachment. The return will then be mailed back to the address listed on the original return.

EXTENSIONS

Extensions will **NOT** be granted. Pursuant to Ind. Code § 6-1.1-3-7 (b), a county assessor **MAY** grant an extension of not more than thirty (30) days to file the taxpayer's return. For 2010, the Assessor's Office has decided not to grant **ANY** extensions.

PENALTIES

Taxpayer timely filed.....	None
Filed between 5/18 and 6/17	\$25
Filed after 6/17	\$25 + 20%
Failure to file.....	\$25 + 20%
Filed but non-compliant.....	\$25
Late and non-compliant.....	\$25 + \$25
Filed after 6/17 & non-compliant.....	\$25 + 20% + \$25



Non-compliance is filing an incomplete or erroneous return.

Note: The Assessor **CANNOT** waive penalties.

FORMS

EVERY business, church, and non-profit organization must file Form 104. This is a cover sheet and the only form available for public record.
(Please note all other forms will be **CONFIDENTIAL** per IC 6-1.1-35-9).

EVERY business, church, and non-profit organization must file Form 103.

Form 103-Long, use IF:

Your organization does any manufacturing
Your assessment is more than \$150,000
You have been granted any abatements
You will be claiming any special adjustments
(permanently retired equipment, special tooling, etc)

Form 103-Short, use IF:

Your assessment is less than \$150,000
Your organization does not do any manufacturing

DOES YOUR ORGANIZATION LEASE EQUIPMENT?

If so, all leased equipment must be filed on Form 103-N (include this form with a 104 and 103-Long).

The leasing companies will file Form 103-O for the same equipment.

ARE YOU A CHURCH OR NON-PROFIT ORGANIZATION?

◇ Form 104 and Form 103 must be filed **EVERY** year

◇ Form 136, Application for Property Tax Exemption:

◇ Churches file the first year

◇ Non-Profit organizations file the first year **AND** every even year after that

In the event **ANY changes occur, both churches and non-profit organizations must re-file Form 136**

IS YOUR BUSINESS FARMING?

Farmers file Form 104 as well as Form 102, instead of Form 103.

WHERE CAN I FIND FORMS AND ADDITIONAL INFORMATION?



Marion County Assessor

www.indy.gov/assessor



Department of Local Government Finance

www.in.gov/dlgf